

NDE Staff ID

Export/Download File Layout

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NEBRASKA
DEPARTMENT OF
EDUCATION

Nebraska Department of Education
301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987
888-285-0556
402-471-3151
nde.helpdesk@nebraska.gov

Export/Download File Layout

This document will provide the layout of the batch files downloaded or exported from the NDE Staff ID system.

The NDE Staff ID system allows the batch file to be downloaded at several points during the Staff ID assignment process. Therefore, a batch file may or may not have the NDE Staff ID column. However, the layout described here reflects the finished batch file when completing the NDE Staff ID assignment process.

Users can download one batch file at a time or multiple batches using the Download Cart. See NDE Staff ID User Manual for download instructions. Each batch file will have the same record layout.

File Types and Extensions

Exported or downloaded batch files will have a file extension of “TXT”, “CSV”, or “TAB”.

The downloaded files may be opened in Microsoft Excel. Please note if the file is subsequently saved in Microsoft Excel, leading zeros may be missing or other fields may be reformatted depending on your settings in Microsoft Excel. Please refer to the instructions “Opening a .txt or .csv File With Microsoft Excel” available on Nebraska Department of Education’s website at: <http://www.education.ne.gov/nssrs/>

Delimiters

Fields will be delimited by a single tab or comma. The type of file delimiter is chosen when downloading the batch file.

Record Layout

The file may or may not have the first row contain column headings. Choose yes or no for “Include column headers?” when downloading the batch file.

Field Name	Data Type	Null or Blank Allowed	Notes/Format Details	Sample Data
SSN	Varchar(9)	Yes	No dashes	555127890
LOCALID	Varchar(30)	Yes	Optional identifier	JDoe1
LASTNAME	Varchar(30)	No		Doe
FIRSTNAME	Varchar(30)	No		John
MIDDLENAME	Varchar(30)	Yes	Middle name or middle initial	R (or) Roger
GENDER	Varchar(1)	No	Valid values: F- Female M-Male	M
BIRTHDATE	Varchar(10)	No	'mm/dd/yyyy'	8/25/1993
NDE_STAFF_ID	Varchar(10)	No	10-digital number (or) [cancel] (see NDE Staff ID field below)	1234567890

Note: The exported or downloaded file record layout is similar to the import or upload file record layout, with the exception of the Staff ID is added as the last column.

NDE Staff ID field

There are different possible values of NDE Staff ID field, which is determined during the Staff ID assignment process:

- 1) A new NDE Staff ID is assigned; therefore the NDE Staff ID field will contain a 10-digit number.
- 2) A existing NDE Staff ID is found for this staff person, therefore the NDE Staff ID field will contain a 10-digit number
- 3) The record was cancelled during the NDE Staff ID assignment process; therefore the field will contain “[cancel]”. This record was not assigned an NDE Staff ID.